

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Salary Projections - Update

Jonah Wainwright (b) (6)

Tue, Apr 20, 2021 at 12:45 PM

To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you for passing along. We will go ahead and increase the salaries for 6 of our employees to \$80,000 starting 4/25/21 and then increasing the salaries for the other 2 employees to \$35,000 starting 5/23/21. I have attached a letter outlining this information. Please let me know if there is more information required.

Best, Jonah Wainwright

On Tue, Apr 20, 2021 at 2:50 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote: | Good afternoon Jonah,

Attached is the staffing projections we discussed.

Please note that this projection is an estimate and that room should be left in the budget for any miscalculations and any future purchases.

Also I have not added the zoom subscription into our budget estimate yet since we are still waiting on approval so that should be considered as well.

Thank you, Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team U.S. General Services Administration

w: **(b) (6)**

On Tue, Apr 20, 2021 at 11:48 AM Jonah Wainwright (b) (6) wrote:

No worries! Thanks for looking into this for me!

Best, Jonah

On Mon, Apr 19, 2021 at 5:52 PM Kaitlyn Schneider - QMDDD kaitlyn.schneider@gsa.gov wrote:

I apologize for missing your call - (b) (6)

Thanks for sending this over. Kathy has shared it with our HR and payroll offices.

I will work on these projections tomorrow.

Have a great night!

Kaitlyn Schneider

Presidential Transition Support Team U.S. General Services Administration

w: (b) (6)

On Mon, Apr 19, 2021 at 3:23 PM Jonah Wainwright (b) (6) wrote:

Letter is attached. Please let me know if more information is needed.

https://mail.google.com/mail/u/0?ik=8a8051196a&view=pt&search=all&permmsgid=msg-f%3A1697590054931457741&dsqt=1&simpl=msg-f%3A1697...

Thanks, Jonah Wainwright

On Mon, Apr 19, 2021 at 4:19 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah --- so Paul Teller off-boarded already. Do we have an official letter for his off-boarding? If not, please send so we can move quickly on off-boarding him from our records so he doesn't receive pay this coming pay period.

Thank you, Kathy

On Mon, Apr 19, 2021 at 4:10 PM Jonah Wainwright (b) (6) wrote:

Good afternoon Kaitlyn,

We have a few updates to salaries and staffing that I would like to see a few projections on. Paul Teller offboarded earlier than we had initially anticipated, his end date was April 15, 2021.

With that being said, can we please look into increasing salaries once more? I have outlined what we would like salaries to look like below, please let me know if it is possible and when we are able to implement these changes:

(b) (6) to \$80,000 annual salary (b) (6) to \$80,000 annual salary (b) (6) to \$80,000 annual salary Devin O'Malley to \$80,000 annual salary (b) (6) to \$80,000 annual salary

Jonah Wainwright to \$80,000 annual salary

If there is still room in the budget can we also look into moving up the following salaries as well: Marc Short to \$35,000 annual salary

Greg Jacob to \$35,000 annual salary

Please let me know if you have any questions.

Best, Jonah Wainwright

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)

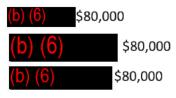


Salary Increase 2 OFVP.pdf

4/20/2021

To Whom It May Concern

The Former Vice President Outgoing Transition Team requests that GSA increase the annual salaries of the employees listed below to the corresponding salary listed beginning in the pay period starting 4/25/2021.



Devin O'Malley: \$80,000



Jonah Wainwright: \$80,000

The Former Vice President Outgoing Transition Team requests that GSA increase the annual salaries of the employees listed below to the corresponding salary listed beginning in the pay period starting 5/23/2021.

Greg Jacob: \$35,000

Marc Short: \$35,000

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of salaries for which the employees below should be paid.



Jonan Wantwinging

Office Manager

Office of the Former Vice President

To whom it may concern,

The Former Vice President Outgoing Transition Team requests that GSA alter the status of employee listed below.

Please note that Paul Teller has separated from the Outgoing Transition Team effective Thursday, 4/15/2021.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation.

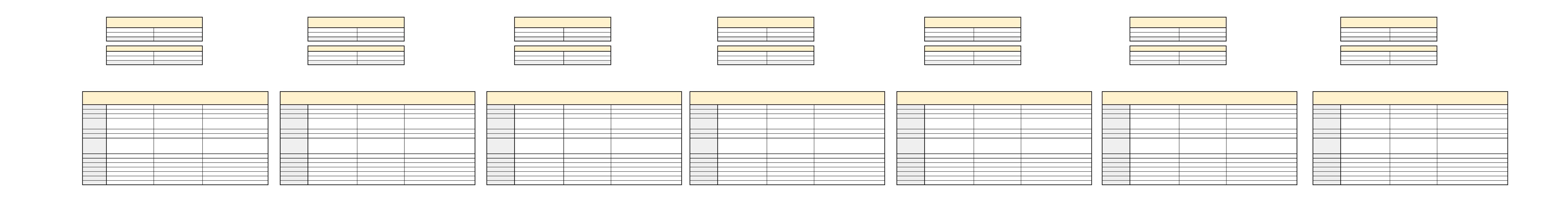
Thank you,



Jonah Wainwright

Office Manager

Office of the Former Vice President



Summary		
Total Allocation		\$520,000.00
Spent		\$506,949.77
Remaining		\$13,050.23

Spend Estimate Sun	nmary by Category
IT	\$15,004.46
HR	\$375,132.54
Rent	\$81,390.97
Furniture	\$19,094.28
Office Supplies	\$15,631.02
Mail	\$696.50
Other	\$0.00

Category	Description	Purchase Type	Status	Quote/Total	Notes
HR	Salaries (updated amount to reflect staffing projection estimate)	Other	Estimated	\$(b) (5)	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTALS
HR	Benefits (updated amount to reflect staffing projection estimate)	Other	Estimated	\$(b) (5)	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTALS
Rent	6 months rent estimate	Contract	Estimated	\$(b) (5)	
Office Supplies	Autopen	Purchase Card	Spent	\$1,106.11	Half of the 6 mo rent, 3 signatures, expedited processing, delivery
Furniture	Move from 20 Mass to OPY	Contract	Spent	\$9,094.28	
IT	Comcast service for 6 mo	Purchase Card	Spent	\$1,155.17	
IT	Move of multifunction printer	Purchase Card	Spent	\$283.50	
IT	Cabling	Contract	Spent	\$4,647.76	
IT	Phone service for 6 mo for 3 phones	Contract	Spent	\$809.82	\$(0) (4)/phone per month
Furniture	Move furniture to Franconia to be excessed (close down)	Contract	Estimated	\$(b) (5)	
Mail	Stamps.com monthly fee	Purchase Card	Spent	\$181.26	\$(b) (4)
IT	UPS (for cabling in VA)	Purchase Card	Spent		Total \$1,591.95 split 50/50
IT	Pull cabling in VA (close down)		Estimated	\$(b) (5)	
IT	MailChimp Account	Purchase Card	Spent	\$89.84	
Office Supplies	Stationery	Contract	Estimated	\$(b) (5)	
IT	3 Amazon Firesticks	Purchase Card	Spent	\$113.97	
IT	Sling	Reimbursement	Estimated	\$	(b) (5)
IT	NET100 - Cabling/Wiring Service for Phones		Spent	\$1,380.71	
IT	Cables for phones	Purchase Card	Spent	\$21.92	
IT	Phones	Purchase Card	Spent	\$119.98	
IT	Telephone Service/Voicemail	Purchase Card	Spent	\$489.55	
Mail	1,000 first class stamps	Purchase Card	Spent	\$500.00	
Office Supplies	Doug Carlson - picture frames, envelopes, etc.	Reimbursement	Spent	\$505.28	
Office Supplies	1 box silver fine point sharpies	Purchase Card	Spent	\$14.71	
Mail	Labels for stamps	Purchase Card	Spent	\$15.24	
Rent	Security for space	Contract	Estimated	\$(b) (5)	
IT.	Move of multifunction printer (close down)	Purchase Card	Estimated	\$(b) (5)	
		1			
			-		

HR SPENT Su	ımmary
Salaries	\$136,093.84
Benefits	\$53,531.89
TOTAL HR SPENT	\$189,625.73

HR Costs SPENT					
Pay Period	Salaries	Benefits	Notes		
1/17 - 1/30	\$17,357.44	\$8,029.98	Started 1/20		
1/31 - 2/13	\$21,696.80	\$9,250.40			
2/14 - 2/27	\$21,696.80	\$9,244.71			
2/28 - 3/13	\$24,667.60	\$9,141.96	2 new staff join on 3/1 (full pay period) staff offboard on 3/5 (1 week of pay)		
3/14 - 3/27	\$25,337.60	\$8,932.43			
3/28 - 4/10	\$25,337.60	\$8,932.41			
4/11 - 4/24	7 7 7				
4/25 - 5/8					
5/9 - 5/22					
5/23 - 6/5					
6/6 - 6/19	- 5				
6/20 - 7/3			2		
7/4 - 7/17	100				
7/17 - 7/31					